

**PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES**  
**WEDNESDAY, DECEMBER 7, 2016**  
**SISTER BAY FIRE STATION – 2258 MILL ROAD**

The December 7, 2016 meeting of the Parks, Properties & Streets Committee was called to order by Committee Chair Dave Lienau at 5:30 P.M.

**Present:** Committee Chair Dave Lienau and members Denise Bhirdo, John Clove and Sharon Doersching.

**Staff Members:** Village Administrator Zeke Jackson, Facilities Manager Steve Mann, Maintenance Technician II Joe Felhofer, and Assistant Administrator Janal Suppanz.

**Others:** Kathy Enquist, Ron Kane, Shane Solomon, Ava Jackson and Suzie Sunstrom.

**Approval of Agenda:**

*A motion was made by Clove, seconded by Doersching that the Agenda for the December 7, 2016 meeting of the Parks, Properties & Streets Committee be approved as presented. Motion carried – All ayes.*

**Approval of Minutes as published:**

**As to the minutes for the November 2, 2016 meeting of the Parks, Properties & Streets Committee:**

*A motion was made by Clove, seconded by Bhirdo that the minutes for the November 2, 2016 meeting of the Parks, Properties & Streets Committee Meeting be approved as presented. Motion carried – All ayes.*

**Comments, correspondence and concerns from the public:**

Lienau stated that no correspondence had been received, and then asked if anyone wished to address a non-agenda item.

Kathy Enquist noted that the Door County Visitor Bureau is running a “Vote For Your Favorite Community” contest and encouraged everyone to participate in that contest. At the present time the Village of Sister Bay is in the lead.

Shane Solomon indicated that he and several other people believe it would be a good idea to create a nine hole disc golf course out at the Sport Complex. He then distributed a packet of information regarding that matter, and pointed out that nine “top of the line” disc cages would cost approximately \$4,500.00. There are individuals and business owners who have informed Solomon that they would be willing to work on a fundraising campaign for the course, and he asked if the Village would be willing to provide matching funds. Jackson noted that before any decisions are made regarding Solomon’s funding request a site plan should be approved by the Parks Committee. To that end Solomon will meet with the employees at the Maintenance Department in the near future to determine an applicable location for the course and see that a site plan is prepared. Once the plan has been created it will be provided to Jackson, who will see

1 that the matter is included on the agenda for a future Parks Committee Meeting.

2  
3 **Item No. 1. Consideration of a request from a representative of Suzie's Crafters &**  
4 **Knitters to charge reduced continuous use fees for the meeting rooms at the Fire**  
5 **Station; Consider a motion for action if appropriate:**

6 The members of "Suzie's Knitters and Crafters" have been using the Fire Station for  
7 regular knitting/crafting sessions for several years now, and from time to time members  
8 of the group do volunteer work for the Fire Department. Some of the members of the  
9 group have mobility issues, and they really like how easy it is to gain access to the Fire  
10 Station. They realize that there was a need to revise the Village's Facility Use Fee  
11 Schedule and don't have a problem with paying a use fee of \$5 per four hour time slot,  
12 but believe the \$500 security deposit which is delineated on the revised Facility Use Fee  
13 Schedule is "a bit steep". There is a provision at the bottom of the revised schedule  
14 which states, "Organizers of any on-going events may contract with the Village for  
15 better rates.", and, therefore, Suzie Sunstrom asked if the Parks Committee would  
16 consider reducing the amount of the required security deposit.

17  
18 *A motion was made by Bhirdo, seconded by Clove that the Parks Committee has determined that*  
19 *the \$100.00 security deposit which was posted by Suzie's Crafters and Knitters for regular use of*  
20 *a meeting room at the Sister Bay-Liberty Grove Fire Station several years ago is sufficient. In*  
21 *accord with the Village's revised Facility Use Fee Schedule Suzie's Knitters and Crafters will be*  
22 *charged a fee of \$5.00 per four hour time slot, and payments shall be submitted to the Village*  
23 *Clerk-Treasurer on a monthly basis. Motion carried – All ayes.*

24  
25 **Item No. 2. Discussion with representatives of the SBAA regarding light pole**  
26 **banners/flags; Consider a motion for action if appropriate:**

27 SBAA representatives saw that a sample banner was erected at the corner of Mill Road  
28 and N. Bay Shore Drive. Unfortunately it appears that banners which are sized for the  
29 Village's banner arms are quite small and tend to get lost as they are on the inside of the  
30 poles. The SBAA Board of Directors has suggested that instead of banners Village  
31 officials consider erecting colorful seasonal flags on the light poles "uptown" as well as  
32 "downtown". If the revised plan were implemented colorful embellishments could still  
33 be installed on the banner arms.

34  
35 *It was the consensus that the Committee members should think about this issue and be prepared*  
36 *to address it at length at a future Parks Committee Meeting(s). In the meantime the Committee*  
37 *members will go to the corner of N. Bay Shore Drive and Mill Road to look at the sample banner*  
38 *which has been erected.*

39  
40 **Item No. 3. Discussion regarding volleyball net placement; Consider a motion for**  
41 **action if appropriate:**

42 *A motion was made by Doersching, seconded by Clove that a second volleyball net shall be*  
43 *installed in the area north of the Village Hall in Waterfront Park. Motion carried – All ayes.*

44  
45 *At 6:09 P.M. a brief recess was taken and the Committee members reconvened at 6:12 P.M.*  
46  
47  
48

**Item No. 4. Discussion regarding landscaping in Waterfront Park for 2017; Consider a motion for action if appropriate:**

Doersching indicated that she believes before any landscaping or flowerbed work is done in Waterfront Park in 2017 a formal landscaping plan and species listing should be prepared. She also noted that she believes more trees should be planted in Waterfront Park. Clove expressed concerns that the view of the water could be compromised if too many trees are planted.

*It was the consensus that Ivan Bridenhagen shall be asked to provide a flower bed proposal to Jackson by February 1, 2017. The proposal shall include planting diagrams and species listings, and Bhirdo and Doersching will see that a preferred species listing is prepared and provide it to Jackson ASAP. Once Bridenhagen's proposal has been received it will be referred to the Parks Committee. In late spring/early summer of 2017 the Committee members will take a walking tour of Waterfront Park and make a determination as to whether any additional trees should be planted. If the determination is made that more trees are needed specific planting locations and species preferences will be designated.*

**Item No. 5. Discussion regarding Christmas decorations for 2017; Consider a motion for action if appropriate:**

Ron Kane indicated that he believes this year's Village Christmas decorations are "spectacular" and the Maintenance Department workers deserve a number of "at-a-boys". The Committee members agreed and publicly thanked the Maintenance Department employees for all their efforts.

Doersching suggested that in 2017 more artificial garland and wreaths be purchased for all the new light poles. Bhirdo stated that she is "not a fan" of wreaths and suggested that other pole decorations be considered.

Mann noted that he has heard several different suggestions from Committee members and Trustees about the type of additional Christmas decorations they would like to see erected in the Village. He then presented a few catalogs and requested that the Parks Committee members review those catalogs and tell him what decorations they actually want. He also noted that the LED lights on the large community Christmas tree are "on their last legs" and must be replaced. If the Committee members would like to see another community Christmas tree erected next year a large portion of the money budgeted for Christmas decorations will be substantially depleted.

Bhirdo indicated that she believes the "white light theme" on the small Christmas trees should be continued. Discussion took place regarding this issue, and Mann noted that the small tree project is quite labor intensive. It took Parks Department personnel approximately six days to put all of the trees up and install the lights on them. The cost associated with that project was approximately \$1,800.00.

*Doersching suggested that next year the majority of the small trees be eliminated in the downtown area but that trees still be installed "uptown". It was the consensus that this was a good idea.*

1 Lienau noted that some people have expressed interest in making donations for expanded holiday  
2 decorations. It was the consensus that Christmas decoration donation boxes shall be placed in  
3 prominent locations downtown. It was also the consensus that the fact that donations will be  
4 accepted for Christmas decorations should be publicized.

5  
6 Mann was asked to prepare a proposed Christmas decorating plan for next year. That document  
7 will be reviewed at a future meeting of the Parks Committee.

8  
9 A motion was made by Clove, seconded by Doerschling that the Parks Committee is  
10 recommending that the amount designated for seasonal decorations in the 2017 budget be  
11 increased by \$15,000.00. Motion carried – All ayes.

12  
13 **Item No. 6. Review of the results of the Waterfront Park Use Survey which was**  
14 **conducted by the SBAA; Discussion on an RFP for vendors in Waterfront Park;**  
15 **Consider relevant motions for action:**

16 In accord with the request of the Waterfront Oversight Committee and the Parks  
17 Committee the SBAA conducted a Waterfront Park Use Survey, and a copy of an  
18 applicable report was included in the meeting packets. A proposed RFP for vendors was  
19 also included in the meeting packets, and the Committee members jointly reviewed that  
20 document. During the review process a few revisions were suggested and Jackson took  
21 note of all of them. The SBAA Board of Directors has respectfully declined the  
22 opportunity to be involved in the RFP selection process.

23  
24 A motion was made by Clove, seconded by Bhirdo that the RFP for vendors in Waterfront Park  
25 which was reviewed at this meeting shall be released ASAP and the due date for proposals shall be  
26 January 31, 2017. Motion carried with Doerschling opposed.

27  
28 **Item No. 7. Discussion regarding the draft Waterfront Park Master Plan Map;**  
29 **Consider relevant motions for action:**

30 A draft of the revised Waterfront Park Master Plan was included in the meeting packets, and the  
31 Committee members jointly reviewed that document. During the review process the Committee  
32 members indicated that they would like to see a potential location for future restrooms depicted by  
33 the Village Hall.

34  
35 At 7:31 P.M. a brief recess was taken and the Committee members reconvened at 7:40 P.M.

36  
37 The Committee members indicated that they believe it would be very helpful if an additional Post  
38 Office mailbox were to be installed downtown. Jackson indicated that he will discuss this issue  
39 with the Post Master and report his findings to the Committee ASAP.

40  
41 A motion was made by Bhirdo, seconded by Doerschling that the Parks Committee recommends  
42 that the Waterfront Park Master Plan which was reviewed at this meeting be approved as  
43 amended. Motion carried – All ayes.

44  
45 **Item No. 8. Discussion regarding parklands and control over facilities; Consider an**  
46 **appropriate motion for action:**

47 The question arose as to who has control over the Marina parking lot as a new commercial vendor  
48 with a large boat will be coming to the Marina. Discussion took place regarding this issue, and it

1 was eventually the consensus that the Marina Committee should be prepared to make an  
2 applicable proposal to the Parking Committee.

3  
4 **Item No. 9. Discussion regarding dog park and Village facilities directional signage;**  
5 **Consider appropriate motions for action:**

6 Doersching indicated that she would like to see more signage which directs people to Village  
facilities erected in the Village. There is still one of the old wayfinding signs at the  
intersection of Mill Road and N. Bay Shore Drive. It was the consensus that this issue shall  
be addressed at a future meeting of the Parks Committee.

9  
10 A motion was made by Bhirdo, seconded by Doersching that the Dog Park signage which states  
11 that proof of vaccinations and licensing must be provided for dogs who utilize the Dog Park shall  
12 be removed. Motion carried – All ayes.

13  
14 **Item No. 10. Report from staff on parks, properties and streets activities:**

15 Mann gave the following oral report:

16 • Marina

17 It his understanding that all boats should have been removed from the Marina by  
18 October 25, 2016. There were some boats remaining after that date, so the  
19 employees in the Village Office made repeated calls to the owners, and their boats  
20 were finally removed by November 2, 2016. Several of those individuals stated that  
21 the Marina Manager told them they could leave their boats in the water until  
22 November 1, 2016. The lateness in removing the boats made it difficult to remove  
23 slips and “put the Marina to rest” for the winter.

24  
25 • Installation of Snow Fences

26 Snow fences were put up during the week of November 28, 2016 through  
27 December 2, 2016.

28  
29 • Tree Cutting

30 Four trees were recently cut down by employees from Timberline Tree Service.  
31 One tree was by the Post Office propane tank, two were by the Wild Tomato, and  
32 one was by the power lines in the Mill Road parking lot. The wood from the  
33 downed trees will be split and used at the Ice Rink fire pit this winter.

34  
35 • Smoke Testing on Bay Shore Drive

36 The Utilities employees did smoke testing on Bay Shore Drive recently and  
37 discovered that all three toilets in the Women’s Restroom at the Marina as well as  
38 a urinal in the Village Hall basement leak. New wax rings should fix the problem  
39 at the Marina, and the Maintenance Department employees are capable of  
40 performing the required work. On the other hand, the urinal repair project could  
41 involve jack hammering the floor and replacing fixtures and fittings as well as the  
42 trap, and it probably will be necessary for Mann to consult with a plumber. A  
43 copy of the smoke testing report which was received from the Utilities  
44 Department was included in the meeting packets.

1        *It was the consensus that the Maintenance Department employees shall perform the*  
2        *required work in the Women's Restroom at the Marina, but that for now nothing shall be*  
3        *done about the urinal at the Village Hall.*

4  
5        • Marina Fest Tent Placement

6        Unfortunately the Marina Fest tent between Lienau Hill and the Boat Rental Kiosk  
7        extended past the designated tent area and a water line which was by the  
8        sidewalk was struck. Maintenance Department employees will be able to do the  
9        repair work, but in the future it would be advisable to not allow such extensions  
10       as water line repairs can become very costly and time consuming.

11  
12       • Flower Beds

13       All the Village's flower beds have been "put to sleep" for the winter.

14  
15       • Research Regarding Maintenance of Multiple Restrooms

16       As requested Felhofer and Mann went to Peninsula State Park and spoke with the  
17       Ranger on duty, who informed them that they don't have unisex bathrooms; but  
18       they do have unisex showers. Mann also attempted to contact Steve  
19       Higginbotham, the former Maintenance Director at Gibraltar School, but hasn't  
20       been able to reach him yet.

21  
22       • Christmas Tree Pick-Up

23       For several years the Village has provided a live Christmas tree pick-up service  
24       for Village residents and business owners. Two years ago very few Christmas  
25       trees were placed curbside, so last year Village property owners who wished to  
26       have Village employees pick-up and dispose of their trees were asked to call the  
27       Village Office. There were only nine people who called.

28  
29       *Lienau indicated that he believes the same policy as last year should be adhered to, and*  
30       *the other Committee members agreed. The fact that Village residents wishing to have*  
31       *their Christmas trees picked up should call the Village Office will be mentioned in Sven's*  
32       *column and an applicable poster will also be created.*

33  
34       **Item No. 11. Discussion regarding matters to be placed on a future agenda or referred**  
35       **to a committee, official or employee:**

36       *It was the consensus that:*

- 37       • *Discussion regarding creation of a disc golf course at the Sports Complex;*  
38       *Consider a motion for action if appropriate shall be added to the Agenda for a*  
39       *future meeting of the Parks Committee.*  
40       • *Discussion with representatives of the SBAA regarding light pole banners/flags;*  
41       *Consider a motion for action if appropriate shall be added to the Agenda for a*  
42       *future meeting of the Parks Committee.*  
43       • *In late spring/early summer of 2017 the Parks Committee members will take a*  
44       *walking tour of Waterfront Park and make a determination as to whether any*  
45       *additional trees should be planted. If the determination is made that more trees*  
46       *are needed specific planting locations and species preferences will be designated.*  
47

- 1 • *Bhirdo and Doersching will see that a preferred flowerbed species listing for 2017*  
2 *is prepared and provided to Jackson ASAP, and Ivan Bridenhagen of*  
3 *Bridenhagen Landscaping will be asked to provide a proposal which includes*  
4 *planting diagrams for all the stated plants to Jackson by February 1, 2017. Once*  
5 *Bridenhagen's proposal has been received it will be referred to the Parks*  
6 *Committee.*
- 7 • *Mann was asked to prepare a Christmas Decorating Master Plan which*  
8 *incorporates any new decorations he would like to erect next year. That*  
9 *document will likewise be reviewed by the Parks Committee at a future*  
10 *meeting(s).*
- 11 • *The members of the Marina Committee will be informed that they should be*  
12 *prepared to make a proposal to the Parking Committee at some point regarding*  
13 *the use of the Marina Parking Lot by the new commercial vendor whose proposal*  
14 *was recently accepted.*
- 15 • *Discussion regarding erection of signage which directs people to Village facilities;*  
16 *Consider a motion for action will be addressed at a future meeting of the Parks*  
17 *Committee.*

18  
19 **Adjournment:**

20 *A motion was made by Clove, seconded by Bhirdo to adjourn the December 7, 2016 meeting of*  
21 *the Parks Committee at 8:19 P.M. Motion carried – All ayes.*  
22

23 Respectfully submitted,



Janal Suppanz,  
Assistant Administrator